



Athletic Services Division
Department of Community and Recreation Services
12011 Government Center Parkway – 10th floor
Fairfax, Virginia 22035-1115
703-324-5522/5533

Visit us online at: www.fairfaxcounty.gov/rec

Gymnasium Use Hot Sheet



What to Do in Case of a Usage Problem:

- ◆ Call CRS Phone Duty Supervisor at 703-324-5515
Monday-Friday 8:00am-9:00pm
Saturday 7:00am-7:00pm
Sunday 11:00am-3:00pm
- ◆ Call School Security at 703-764-2400

Role of the Volunteer Building Director:

- ◆ Must be present at all times.
- ◆ Responsible for the supervision of all players and spectators.
- ◆ Responsible for interpreting all rules and regulations of CRS and ensuring that all groups comply.
- ◆ Must check in and out with custodial staff.
- ◆ Must make sure that the facility is left in the manner that it was found.
- ◆ Must report all usage problems and facility damage to CRS.

Expectations for Groups Using a Facility:

- ◆ Absolutely no food or drink allowed on school property with the exception of players' water bottles.
- ◆ Groups must respect the authority of the custodians, school staff, and CRS Area Supervisor.
- ◆ Must carry a permit at all times.
- ◆ Respect and abide by your scheduled times.
- ◆ All spectators and players are restricted to the gymnasium only.

- ◆ Respect school property. The facility must be left in the same condition in which it was found.
- ◆ Notify CRS of any non-use of a facility as soon as possible.
- ◆ AT NO TIME shall the following be permitted on school property: alcohol, tobacco products, illegal drugs, or weapons.
- ◆ Always practice Character Counts:

Citizenship
Fairness

Respect
Caring

Responsibility
Trustworthiness

For Groups Failing to Adhere to CRS or FCPS Policies and/or Continuing to Experience Community Usage Problems, CRS Will:

- ◆ Call a meeting to discuss problem.
- ◆ Send a warning letter to the organization.
- ◆ Ask the organization to pay for a building director.
- ◆ Terminate Usage Privileges.

Important Phone Numbers/ Web Site:

- ◆ Inclement Weather and Cancellations:
Hot Line: 703-324-5264
Web Site:
http://www.co.fairfax.va.us/rec/ff_rec.htm
- ◆ Athletic Services Fax Number: 703-324-5546
- ◆ General Information Numbers: 703-324-5522/
703-324-5533